

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
February 7, 2022**

<https://boxcast.tv/view/louisburg-city-council-2-7-22-670117>

The Council of the City of Louisburg, Kansas met at 6:30 p.m. in regular session in the City Hall Council Chambers. Mayor Donna Cook presiding.

Council Members Steve Town, Scott Margrave, Clint Ernst, TJ Williams, Tiffany Ellison
City Administrator Nathan Law
City Clerk Traci Storey
Finance Director Richard Mikesic
City Attorney Jared Anderson
Police Chief Tim Bauer
Fire Chief Gerald Rittinghouse
Communications Coordinator Jean Carder
Public Works Supervisor Craig Hufferd
Visitors Victoria Lowman, Mark Williams, Cathy Hall

PLEDGE OF ALLEGIANCE

Councilmember Clint Ernst led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmember TJ Williams moved to approve the consent agenda. Mayor Cook had questions regarding the bills list. City Administrator Law explained. Councilmember Scott Margrave seconded and carried 4-0, to approve the consent agenda to include adoption of the agenda and approval of the regular meeting minutes January 17, 2022 and special meeting minutes of January 10, 2022 and the bills list.

VISITORS

Victoria Lowman told the Council she and her husband had bought the old funeral home on Broadway. She said they hope to have it done in the next month or so and would like to have a big celebration/open house. She would like to have a

band and a margarita truck. Administrator Law said Council can adopt a resolution to allow the alcohol and explained the requirements including the special event and food truck applications. Councilmembers thought it was a great idea.

Mark Williams representing the Chamber of Commerce presented information regarding funding for the Chamber. The Chamber first came to the City Council five years ago to ask for financial support from the city for its operating costs. Mr. Williams said the Chamber is again asking for \$15,000, minus the \$3,600 in office rental costs. Councilmember Williams asked if that is the same from last year. Williams said yes. Mayor Cook said last year didn't the Council ask for a reduction in the cost. Williams said the Chamber is not in the position to lower the amount. Councilmember Steve Town moved, seconded by Councilmember Williams and carried 4-0, to approve the request to support the Chamber in the amount of \$15,000 a year, minus the \$3,600 office rent for a total of \$11,400.

PUBLIC COMMENTS

Cathy Hall of 1229 Starbrooke Dr. told the Council that the person that plows Wea Creek Apartments is still dumping snow into her yard. It seems like now it is worse than before. She has been to City Council at their last meeting and thought things would improve, but they have gotten worse. She reached out to Councilmember Ernst with her concern and wonders what the City can do to help. Mr. Law said Rusty has reached out to the plow company. Hufferd will also remind them to push snow just up to the curb edge and city crews will push to the dead end. Mayor Cook thanked Hall for coming and told her we would keep trying.

DEPARTMENT REPORTS

Fire Department: Fire Chief Gerald Rittinghouse said that Miami County EMS has their second ambulance in service in Louisburg. They are having staffing issues, which Rittinghouse said some fire volunteers have offered help to EMS. This could be providing a driver or help service their station. Chief Rittinghouse also said the fire department is adding new volunteers and implementing a promotion program. The call loads have considerably increased. They have not had as many EMS calls. Councilmember Williams asked if the volunteers are actually volunteering their time to assist EMS. Chief Rittinghouse said they are. It is hard to find employees when Johnson County is paying double for workers, Rittinghouse said.

Police Department: Councilmember Williams asked Chief Bauer if they were able to order the new police car. Bauer said yes and were able to secure a discount on it. Williams asked what Chief Bauer thought regarding the snow issue. Bauer said there are no codes to enforce where snow is pushed.

Public Works Department: Craig Hufferd Public Works Supervisor said they also were able to get the additional amount off the new trucks. Louisburg Ford said they may not get the trucks until 2023. Hufferd asked if a truck comes available at another dealership sooner would Council allow that purchase. Councilmembers had discussion and agreed if it was the same price he could purchase from another dealership. Councilmember Williams moved, seconded by Councilmember Ernst and carried 4-0, to allow staff to purchase the trucks if one comes available at another dealership.

Finance Department: Finance Director Richard Mikesic said the audit team was here Friday. Staff provided information and documents they needed to conduct the audit. A report will be provided once the auditors are complete with their work.

CITY ATTORNEY'S REPORT

None

MAYOR'S REPORT

Oath of Office: The oath of office was administered by City Clerk Traci Storey to newly appointed Councilmember Tiffany Ellison. At this time Councilmember Ellison took her seat at the dais.

CMB License: Mayor Donna Cook presented a CMB license for Bub's Bar and Grill. Councilmember Ernst moved, seconded by Councilmember Margrave and carried 5-0, to approve the CMB license.

Workshops Discussion: Mayor Cook asked if anyone was interested in having half hour workshops after council meetings to discuss future project without taking action. Mr. Law said Council would need to make sure that open meetings act isn't violated. Councilmember Williams asked if this is a monthly workshop. Cook said it would be as needed. Williams asked how much pre-notification would need to be given for a workshop. Mr. Law said if it were determined at a prior meeting that would be sufficient notification. He reminded Council this would be a

public meeting but no action can be taken. Councilmembers agreed if a workshop is needed it could be after a regular meeting.

ADMINISTRATOR'S REPORT

Master Planning Report: Administrator Law said the next section in the master planning report is an enhanced downtown identity and noted the plan recommends using the gateway arch in other treatments throughout town as well as repainting or rebranding the water tower located behind City Hall. He said the arch was added to the monument sign at the western edge of town. He said repainting or rebranding the water tower has, in the past, been tied to improvements on the northeast corner of the block to include a pavilion. He said when a conceptual plan of the block was developed a few years ago there was an estimated cost of \$30,000 to add lights to the tower. Lighting could be tied to seasonal holidays or even local high school sporting events. At the same time the bulk water station was considered to be painted. Councilmember Ernst asked if the tower is used for water. Law said it does not but serves as an antenna location. Ernst asked if the tower could be removed. City Attorney Anderson said that could be a legal issue with the agreements we have with those renters. Councilmember Williams asked if there is much maintenance required of the tower. Law said there is not, but it will need to be painted. Mr. Ernst said it might be good to tie in the tower with the discussion from a previous meeting about art in the downtown. Mayor Cook said she would like to look into lighting the tower. Mr. Law said if Mayor Cook is going to form an art committee this might be a good project to add to that list.

Resolution for UMB Credit Card Program: Administrator Law said this is a clerical item to close out an existing credit card account that is unused by the City. It is unknown how this account was created, and staff is not permitted to know who is listed on the account. A resolution must be adopted to create this credit card program in order for staff to be able to close the account. Councilmember Steve Town moved, seconded by Councilmember Williams and carried 5-0, to adopt resolution 2-7-2022A.

Sidewalk on Commercial Property: At a previous meeting Council had asked staff to provide information on alternate forms of funding for sidewalks. That information is provided as part of the agenda packet. Administrator Law requested the Council to allow staff to apply for grant funding through KDOT for the S. Third and S. Fifth street sidewalk priority projects as mentioned by Council at a previous meeting. There is a local match that would be required. Councilmembers asked if a sidewalk on the east side of town and along N. Broadway could be included. Mr.

Law said it might be possible. Councilmember Ernst moved, seconded by Councilmember Town and passed 5-0, to direct staff to pursue sidewalk grant funding.

Downtown Commercial Improvement Program: Administrator Law said this adds items as part of the FLIP-Commercial. At the last meeting, discussion centered around work on the outside of buildings. He said staff included work inside the building that would be a requirement of life safety or includes professional work such as an electric. Additional interior work could be included at council's discretion. Mayor Cook asked if business owners could do inside work if it's a life safety consideration. Law said yes that the city has an application for a commercial change of use that can trigger life safety requirements. Councilmember Williams asked if this grant would be funded through the city. Law said it would and at least in this first year intentionally focuses on the downtown area. He said if council would like to make it retroactive that would be possible but they would need to choose a start date for projects. Law said the proposed grant of \$5,000 would be in addition to FLIP's current \$2,500 grant. Councilmember Williams asked what the budget should be. Law suggested \$30,000. Councilmember Williams moved to approve the program as written. Councilmember Town asked if this only included inside work as related to life safety. Law explained. Councilmember seconded the motion, which passed 5-0. Council then had discussion on if the program should be retroactive and how reimbursements would be handled. Councilmember Williams moved, seconded by Councilmember Ernst and passed 5-0, to approve a budget of \$30,000 and make the program retroactive beginning Aug. 1, 2021, and ending Dec. 31, 2022.

Pool Filters: Administrator Law said this item was budgeted for last year and said the filters haven't been replaced in the lifetime of the pool. Staff sought bids from four companies and received three bids.

Westport Pools:

Fiberglass filters with glass media and replacing some piping - \$135,000; Neptune Benson filter with glass media and replacing some piping - \$155,000

Carrothers Construction Company:

Steel filter with sand media and replacing some piping - \$174,074

Councilmember Williams asked if there is any longer life with the Neptune filters. Public Works Supervisor Hufferd said it has a 10-year warranty vs the 5 year. Council asked several questions about the glass vs sand media. Hufferd said he will get the answers and report back at the next meeting.

SPARK Build a Stronger Economy (Base) Grant: Administrator Law described the SPARK grant program offered through the state and said the grant is for business park development. He said the information is very new on the grant and isn't sure yet on how the local match is calculated. He said he has one or two projects in mind that might be eligible to received funding but while there is no non-disclosure public discussion can drive up land costs. Staff would like to pursue the grant opportunity with the council to determine the local funding match with the knowledge each entity can apply for three grants up to \$25 million per application. Law said \$2 million would be the target for one and possibly two projects. Mayor Cook asked if we had the money for the local match. Law said if awarded, and if necessary, debt issuance could be possible if the project made infrastructure improvements and if that was the case arrangements would be made with the property owner to repay that. Law said this is not a request for the city to pay the local match up front. Councilmember Williams asked where the \$2 million price tag was determined. Law said it is based on past research of potential projects. Mayor Cook asked if there was interest. Council had discussion. Councilmember Williams moved, and seconded by Councilmember Town and passed 5-0, to allow staff to pursue the grant with the city's match to be no more than \$2 million.

GAAP Waiver Resolution: City Administrator Nathan Law presented the GAAP Waiver Resolution for year ending December 31, 2021. Finance Director Richard Mikesic explained the importance of having a GAAP Resolution. Councilmember Williams moved, seconded by Councilmember Ernst and carried 5-0, to authorize Mayor Cook sign the GAAP Waiver Resolution (2-7-2022B).

COUNCIL REPORTS

Councilmember Town: None

Councilmember Margrave: None

Councilmember Ellison: None

Councilmember Ernst: Councilmember Ernst thanked staff for helping resident Cathy Hall with snow removal problem.

Councilmember Williams: None

ADJOURNMENT

At 8:10p.m. Councilmember Williams moved, seconded by Councilmember Ernst and carried 5-0.

Approved:

Donna Cook, Mayor

Attest:

Traci Storey, City Clerk